

19 FEB 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Early Retirement

First reaction from [REDACTED] following referral of the proposed regulation to BOB for review was that it was "excellent." Informal and 25X1A unofficial readings from staff officers of the two Congressional committees concerned have also been encouraging. (The number [REDACTED] has been assigned to the regulation!)

We have completed design and coordination with the principal users (ID/P and Commo) of the form to be used in nominating individuals as participants and recording "qualifying service" as of the date of nomination. We have set up the production of a series of machine runs to phase the initial review of personnel on duty in reasonable workload segments, starting with those who are age 50 or more and who have 20 years of government including ten years of Agency service and some qualifying duty.

Although there has been marked improvement in the past few years, the incompleteness and inaccuracy of previous records of overseas service will be a problem in determining the amount of qualifying service an employee has. To the extent feasible, all claimed service will be verified in available records. However, when verification is not practicable, we propose to accept the individual's personal certificate supported, if possible, by a responsible supervisor.

Also, we met with representatives of the Office of Finance and the Office of Computer Services on 17 February to review proposed procedures and discuss problem areas. We plan another session next week with the same group to ensure that our separate procedures are integrated and that there are no gaps or unnecessary duplications.

2. Federal Women's Award Dinner

Announcements of the dinner at which the 1965 Federal Woman's Award will be presented to [REDACTED] have been distributed through a "Ticket Sales Committee" comprised of representatives of each Directorate. Thus far, only a few reservations have been reported but we expect a larger number next week.

General Carter will represent Mr. McGone at the dinner and be seated at the head table.

3. Reemployment Rights of "701" Employee Appointed by AID

We have been informally advised by AID of the probable exercise of reemployment rights by a former employee who obtained an AID appointment after receiving notice of termination under our surplus personnel procedure. Although OGC has previously advised us of the need and mandatory application

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of AID's statutory provision granting reemployment rights, we have informally asked for a review of this case to determine whether the Agency is obliged to reappoint an employee determined to be surplus.

4. EAA Membership Drive

Preparations for the membership drive for the Employee Activity Association are progressing smoothly. We have cleared our proposed controls over funds and receipts with the Audit Staff.

We now estimate the costs of printing brochures, application forms, receipts at \$400 - \$600 -- a much lower figure than our original estimate.

5. Valentine Candy Sales

Sales of Valentine candy by the EAA totalled 623 pounds and 92 heart-shaped boxes (not sold by weight). Gross sales amounted to \$1,154.25 of which \$162.50 has been retained by the EAA under their discount agreement with the vendor.

6. Survey of Working Hours

██████████ staff is working on the survey of working hours which you asked us to make. ██████████ arranged for the loan of a traffic counter which has been placed for several days at the headquarters gate entrance off Route 123 and it is now at the George Washington Parkway entrance. An accident last week and a few days of adverse weather distorted the count but we expect the traffic count phase of the survey to be completed by 19 February. As an item of interest in advance of the full report, 8:15 a.m. was the peak count at the Route 123 gate.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

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OD/Pers ██████████ (18 February 1965)